Date Posted: July 25, 2025

#### NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, August 1, 2025, at 8:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

https://administrator.co.richland.wi.us/minutes/public-safety-committee/

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or mis@co.richland.wi.us (email)

#### **AGENDA**

- 1. Call To Order
- 2. Roll Call
- 3. Verification Of Open Meetings Law Compliance
- 4. Approval Of Agenda
- 5. Approval Of Minutes From June 6, 2025 Meeting
- 6. Public Comment
- 7. Reports
  - A. Sheriff Departmental Activities
  - B. Coroner Departmental Activities
  - C. Circuit Court Judge Departmental Activities
  - D. Clerk Of Court Departmental Activities
  - E. Register In Probate Departmental Activities
  - F. District Attorney Departmental Activities
  - G. Emergency Management Departmental Activities
  - H. PSAP & NG-911 Grants
  - I. Radio Tower Project
  - J. Courthouse Security Report
- 8. Approval Of Monthly Invoices
- 9. Correspondence
- 10. Future Agenda Items
- 11. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Public Safety Standing Committee.

Derek S. Kalish County Clerk

June 6, 2025

The Richland County Public Safety Standing Committee convened on Friday, June 6, 2025, in person and virtually at 8:30 AM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Frank called the meeting to order at 8:31 AM.

**Roll Call:** Deputy Clerk Hege conducted roll call. Committee member(s) present: Craig Woodhouse, David Turk, Chad Cosgrove, Melvin "Bob" Frank, Kerry Severson, and Julie Fleming. Committee member(s) absent: Gary Manning.

**Verification of Open Meetings Law Compliance:** Deputy Clerk Hege confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion by Cosgrove, second by Fleming to approve agenda. Motion carried and agenda declared approved.

**Approval Of Minutes From May 2, 2025 Meeting:** Motion by Severson, second by Fleming to approve the May 2, 2025 minutes. Motion carried and the May 2, 2025, minutes declared approved.

**Public Comment:** None.

#### **Reports:**

- **A. Sheriff Departmental Activities:** Sheriff Porter briefly presented the Sheriff's Monthly Report for May 2025. Brief discussion on the seasonal increase in calls ensued.
- **B.** Coroner Departmental Activities: Richland County Emergency Management Director, Michael Jessen, presented the April 2025 and May 2025 Coroner's Reports to the committee. Director Jessen reported that the coroner's office is currently at 62 cases for the year and that Mr. Rossing is working on a job description for the Deputy Coroner position. Brief discussion ensued.
- C. Circuit Court Judge Departmental Activities: The Honorable Lisa McDougal, Richland County Circuit Judge, expressed her pleasure with her experience and competent staff and gave a verbal report to the committee on the departmental activities of the Circuit Court including the activities of the Criminal Justice Coordinating Committee, the Courthouse Security Committee, the new prohibited items signs for the courtroom, and a brief synopsis of her attendance at the Court Security Conference held in Appleton, Wisconsin. Judge McDougal thanked Committee Chair Frank for his assistance in acquiring new chairs for the courtrooms and expressed her concerns on the continued lack of audio/visual capabilities in the small courtroom. Extensive discussion on the need for audio/visual capabilities in the small courtroom ensued. Chair Frank clarified with Judge McDougal that the issues she is concerned with were audio/video limitations of the small courtroom and the fire alarm system notification. Discussion ensued. Supervisor Severson stated that he had heard from a local news source that a bat was loose in the courtroom during an active trial. Brief discussion ensued. Judge McDougal reminded the committee that the next meeting of the Courthouse Security Committee was set for June 16, 2025.

- **D.** Clerk Of Court Departmental Activities: No one present.
- **E. Register In Probate Departmental Activities**: Register in Probate, Ms. Jenifer Laue reported that it has been a very busy spring for the Register in Probate office and expressed her frustration regarding the continued delays outfitting the small courtroom with audio/visual equipment and shared a quote that had been received for the work needed in June of 2023. Ms. Laue also spoke the importance of security throughout the entire courthouse, not just in the courtrooms. Extensive discussion on the audio/visual capabilities of the small courtroom ensued.
- F. District Attorney Departmental Activities: No one present.
- **G.** Emergency Management Departmental Activities: Richland County Emergency Management Director, Michael Jessen presented a report and presentation on the role and responsibilities of a County Emergency Manager. Discussion ensued.
- H. PSAP & NG-911 Grants: Nothing to report.
- **I. Radio Tower Project:** Sheriff Porter reported that ground was being broken on the last tower site and a Richland County Radio Project Monthly Summary June 2025 was available for the committee.
- J. Courthouse Security Report: Judge McDougal made a brief report on two incidents that occurred recently, including multiple phone calls received from an unstable member of the public, and the difficulties caused by the limited bathrooms during the recent trial.

**Approval of Monthly Invoices:** Sheriff Porter presented the May 2025 bills. Motion by Cosgrove, second by Woodhouse to approve the monthly invoices as presented. Motion carried and the monthly invoices were approved as presented.

Discussion & Possible Action: Resolution Applying For And Accepting A PSAP Grant For 2026 and Discussion & Possible Action: Resolution Applying For And Accepting A NG911 Grant For 2026: Sheriff Porter gave a brief background on the two items. Motion by Cosgrove, second by Fleming to approved both items and move on to the Executive and Finance Standing Committee. Extensive discussion ensued on the wording of the resolutions ensued. Motion carried and both items were approved and moved on to the Executive and Finance Standing Committee.

**Correspondence:** None.

Future Agenda Items: None.

Discussion on an alternate date for the July meeting due to the holiday ensued.

**Adjourn:** Committee Chair Frank entertained a motion to adjourn to June 27, 2025, at 8:30 AM. Motion by Fleming, second by Woodhouse to adjourn to June 27, 2025. Motion carried and meeting adjourned at 9:49 AM.

Myranda H. Hege Deputy County Clerk

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# SHERIFF'S MONTHLY REPORT RICHLAND COUNTY

**MONTH OF JULY 2025** 

(PRESENTED AT THE AUG 1, 2025 PUBLIC SAFETY MEETING)



		2025	
	MAY	JUNE	JULY
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$58,879.85	\$76,925.76	\$42,101.44
NUMBER OF JAIL BOOKINGS	52	37	37
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	30.51	28.63	28.63
TOTAL NUMBER OF INMATES HOUSED OUT OF COUNTY	0	0	0
MONTHLY COST OF HOUSING INMATES OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MEDICAL COST OF INMATES HOUSED OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MONTHLY COMPLAINTS	400	350	350
TRAFFIC CITATIONS ISSUED	66	44	44
TRAFFIC WARNINGS ISSUED	3	0	0
CIVIL PROCESS PAPERS SERVED	16	19	19
TRANSPORTS FOR THE MONTH	14	8	8
AVERAGE NUMBER ON ELECTRONIC MONITORING	8.00	4.00	4.00

### **Monthly Activity**

586 calls for service 96 calls for EMS 125 calls for RCPD 8 calls for RCFD

#### Memo

Date: Friday, August 1, 2025
To: Public Safety Committee

From: Chief Deputy Aaron Wallace

RE: Personnel Announcements for Public Safety Committee

#### APPROVED BY SHERIFF AND PUBLIC SAFETY COMMITTEE

#### **Current Sheriff's Office Staff:**

Administration- 4 (Sheriff, Chief Deputy, Road Lieutenant, Jail Lieutenant)

Office administration- 2 (Office Manager, Administration assistant/typist)

Road Patrol-15 (2 Sergeants, 1 Investigator, 12 deputies)

Jail/Dispatch- 14 (2 Sergeants, 12 jailer/dispatchers)

#### **New road deputy Hires:**

Max Hougan – Start date 01/05/2025 (full time) Completed training.

Dylan Lemke – Start date 05/25/2025 (full time) training.

#### New Jail/Dispatch Hires:

Connor Schildgen- Start date 03/30/25 (full time) Completed training.

Annabelle Chally – Start date 05/19/2025 (full) Completed training.

Ethan Jones – Start date 05/27/2025 (casual) Completed jail training starting dispatch training.

Fletcher Harper- Start date 06/16/2025 (casual) Completed jail training starting dispatch training.

Jordan Jacobus- Start date 07/06/2025 (full time) Training.

#### **Probationary Period (per Handbook/Union contract:**

Max Hougan, Connor Schildgen, Annabelle Chally, Dylan Lemke and Jordan Jacobus.

#### Resignations/Retirements (per Richland Co Handbook):

Casey Marshall turner in his resignation letter as an employee as of 07/10/2025 and terminated his employment with Richland County.

Maria Orellana turned in her resignation letter as an employee as of 05/28/2025 and terminated her employment with Richland County.

Kevin Melby turned his resignation letter as an employee as of 03/21/2025 and terminated his employment with Richland County.

#### **Vacant Sheriff's Office Positions:**

2 male jail/dispatch

Sq year	Plate	Vin#	January	February	March	April	May	June	July	August
2018	ADY7972	8JGB69005	67,400	68,015	69,025	69,980	70,312	71,418	71,918	72,743
2018	AED1287	6JGB69004	82,050	82,730	83,322	84,398	84,892	85,606	85,606	85,606
2018	7755	XJGB93287	66,469	68,071	68,882	70,071	71,066	72,279	73,396	74,839
2018	AST2493	1JGA84720	92,215	93,752	95,224	96,658	98,110	99,720	100,363	101,342
2018	5871	JGC17213	156,424	156,424	156,500	156,500	156,500	158,093	159,202	159,254
2018	7754	JGC17212	176,684	176,695	176,700	176,700	176,700	176,700	176,700	176,725
2019	5874	KH600559	121,787	121,805	122,353	122,553	123,672	123,700	123,725	124,541
2019	AJM5933	KR808426	58,144	58,970	59,986	60,505	61,768	63,181	63,832	64,293
2019	6898	KKC42277	95,183	97,144	98,596	100,466	101,558	103,389	104,614	105,999
2019	6958	KKC42276	85,576	86,855	88,165	88,225	89,405	89,901	90,481	92,189
2020	5872	LC369759	52,989	54,816	56,773	57,913	59,035	60,406	61,507	62,693
2020	8980	LC369757	97,957	100,523	101,896	103,767	105,909	108,324	109,817	112,388
2020	9047	LC369758	91,740	93,872	95,264	97,062	98,268	99,575	99,575	101,608
2020	F2574	2LC369760	110,604	110,604	111,224	114,000	115,509	118,024	120,004	121,914
2021	TM8804	MN708092	40,205	41,218	42,255	42,849	43,906	45,609	46,207	46,482
2021	5873	MGB61433	63,441	66,429	68,217	70,191	71,110	73,548	75,107	76,825
2021	9794	MGB61434	62,705	64,210	64,905	66,201	67,461	68,217	68,861	69,050
2022	E5876	NGB48221	50,534	51,377	53,020	54,239	55,428	57,081	58,515	60,244
2022	E5619	1FM5K8A B2NGB50 491	58,075	60,740	63,166	65,238	67,451	69,754	71,299	73,234
2023	E5875	PC591449	25,886	28,499	30,559	32,596	34,470	36,793	38,525	41,560
2023	E7754	PC591539	22,601	23,553	24,495	25,607	27,620	30,161	31,997	33,951
2024	AXF7591	RC139717	5,784	5,890	6,758	7,465	7,986	8,610	8,960	9,447
2024	F2890	RC139716	4,810	6,828	8,954	10,851	12,189	14,792	16,389	19,453
2025	F4081	SC521737								
2025	F4072	SC521736	_		_	_	_			

### Coroner's Report

June 24-July 21, 2025 (time of last report to the time now reporting)

- Our office had10 calls during the time period listed
- Ages of decedents ranged from 22-98 years
- · Four of the ten cases involved individuals on Hospice Care
- All of the cases were cremations
- Cause of death included: 3 cancer-related, 2 heart-related, 2 failure to thrive/advanced age, 1 respiratory failure, and 2 accidental (one was a fall from a vehicle and the other was a rollover accident)
- The two accidental deaths were autopsy cases. One had undiscernible injuries and the other was at the request of the District Attorney.
- At this time last year, we were at 63 cases. We are at 86 cases for 2025
- 2 pending autopsies have been completed recently, and the cause of death determined. Both were overdose deaths due to the use of a synthetic opioid. Results have been shared with next of kin, as well as the RCPD and RCSO, and death certificates have been completed. Synthetic opioids are becoming more prevalent, and it is difficult for testing to keep up. Manufacturers of these drugs alter the chemical structures to create new compounds which often aren't targeted by existing drug tests. In one of the two cases we had, approval was needed to proceed with "confirmatory analysis" following the initial toxicology screening. Permission was granted and additional testing confirmed a positive result. The cost of additional testing was \$378.00.
- We currently have 2 pending cases at the Dane Couty Medical Examiner's Office. I am hopeful that final reports will be available soon.

I am pleased to announce the addition of Deputy Coroner Lane Crotsenberg to the Richland County Coroner's Office staff! Ideally, I would like to find 1-2 more people to serve as Deputy Coroners. I appreciate the assistance of County Administrator, Tricia Clements, in developing a job description and posting for these positions.

In addition to working on additional staff, we are also looking at the pay and fees for the Coroner's Office. We are working to assemble a document that would compare current fees and pay to nearby counties which have similar demographics. Larger counties, such as Sauk, often have salaried employees.

I would also like to look at a possible increase in fees, including implementation of a fee for completion of death certificates. Doing so would provide compensation to staff for the service and could also provide extra revenue for the County. Due to 2015 Wisconsin Act 336, assistance from Corporate Counsel may be necessary to determine what the limitations are.

Please reach out if you have any questions or concerns. Respectfully, Jim Rossing – Richland County Coroner

## **2026 Budget Summary**

**Department: Clerk of Court** 

Fund(s) Assigned In County Budget: General Funds and Mediation Funds (Funds 100 and 310)

Please answer the questions below to complete the 2024 Budget Summary for your department/program.

## 1.) Please provide a brief department/program description and a summary of the department/program functions and service provided to the community.

- Creation, management, and retention of court records and judgments for every criminal, family, paternity, large- and small claims civil suit, restraining order, foreclosure, eviction, replevin, traffic, ordinance, and juvenile ordinance case brought in the Richland County Circuit Court (over 3000 cases in 2024).
- Collection of court-ordered financial obligations due to the county, state, and City of Richland Center (5188 receipts generated in 2024; \$1,093,732 collected from individuals in 2024; \$310,243 of that for Richland County, deposited into the General Fund)
- Production of daily, monthly, and annual financial reports (daily deposits made by court staff to the Clerk of Court checking account at Richland County Bank, monthly reconciliation by the Clerk of Court, annual reporting to the State by the Clerk of Court as a required for the county to receive all of its State Court Aid)
- Management of resources needed to operate the Richland County Circuit Court including management of jurors and jury bailiffs
- Additionally, the Clerk of Court office serves as the main access point in the county for legal professionals, agencies, judges, and individuals coming to the court for access to records, information on hearings, and court schedules

### 2.) List the mandated functions and services provided by the department/program.

All services and functions are mandated, most by Wisconsin Statute 59.40.

#### 3.) List the non-mandated services and functions provided by the department/program.

None of the services we provide is non-mandated.

# 4.) Explain the department/program's major goals or projects intended with the 2026 budget apportionment.

To continue providing a high level of service to agencies, court officials, and individuals who utilize services of the Circuit Court, whether that be law enforcement, judges, attorneys,

landlords, victims, jurors, defendants, litigants, or the general public seeking information about matters that occur in the Circuit Court, keeping in mind that the Circuit Court is the only place in our society for legal conflict resolution.

5.) Summarize the impact of the 2026 budget guidance to the department/program. Include a list of reduced or eliminated services, expanded or added services, and collaborative, outsourced, or creative solutions to maintain services.

There are no services that can be reduced or eliminated. Budget needs are based off actual expenses incurred in previous years and knowledge of trends that occur in various constitutionally-required court activities such as jury trials.

6.) List any recommendations given from the supervisory committee.

None.

7.) List any future operational changes needed (ex: state/federal mandates) or requests for consideration.

This may be more of a capital improvement need though small fixes to the Polycom can be absorbed through the operating budget.

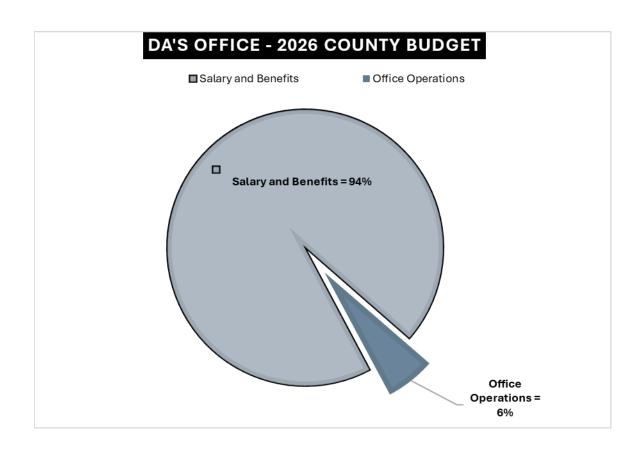
The Polycom system in the main courtroom was purchased prior to COVID and installed during COVID. Technology in the system seems to be wearing and possibly aging out.

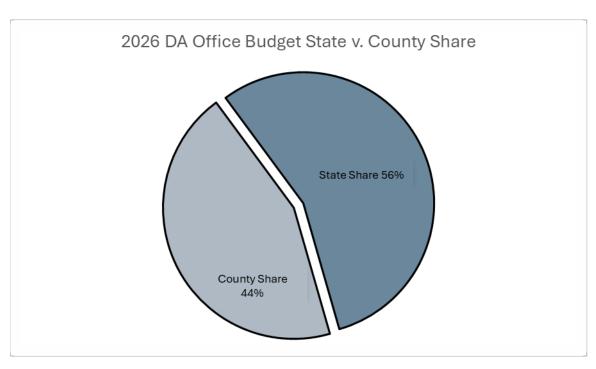
To purchase a new system is a considerable expense. Five years ago, the system was over \$80,000 I believe. Funds for it were borrowed.

If the system goes down, we lose the ability to allow defendants and other incarcerated/institutionalized persons to appear by video. This will create additional transport expense for the Sheriff's Department and elevate the safety issues in the Courthouse.

As this is a system that serves more than just the Courts. the Clerk of Court recommends that the Polycom be considered a building expense and that discussions begin to take place on how the aging system in the courtroom now can be replaced with a newer, tech-current system.

When the Circuit Court submitted its Capital Projects Needs recently, it was not yet experiencing as many issues as it has been lately (as of 7/31/25) with the Polycom. The Clerk of Court recommends that the Capital Projects needs for the County include the need for a new Polycom system.





### **Richland County Project Schedule**

7/16/2025

Tasks	21-Jul	28-Jul	4-Aug	11-Aug	18-Aug	25-Aug	1-Sep	8-Sep	15-Sep	22-Sep	29-Sep	6-Oct	13-Oct	20-Oct	27-Oct	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec	8-Dec	15-Dec	22-Dec	29-Dec
Radio Equipment Installation																								
Rack Deliveries																								
Rack Setup & Grounding																								
DC Power Wiring																								
Control Stations																								
FCC Licensing																								
Antennas Systems																								
Control Station Antennas																								
LMR Antennas Installation																								
MW Antenna Installation																								
Combiner Manufacturing							Shipping	Shipping																
Combiner Deliveries																								
Combiner RF Wiring																								
Microwave System																								
Microwave Licensing	PCN Sent	out																						
Microwave Manufacturing									Shipping															
Site Installation																								
Networking														•										
Network Configuration																								
DFSI Configuration																								
Testing																								
Implementation																								
Acceptance Testing																								
Burn-in Testing																								
Cutover																								

#### RICHLAND COUNTY SHERIFF'S DEPARTMENT MONTHLY BILLS SUBMITTED FOR APPROVAL JULY 2025 BILLS

(PRESENTED AT THE AUG 1, 2025 PUBLIC SAFETY COMMITTEE MEETING)

		# OF			General Dept. Bills		
NO.	VENDOR	INV.	DESCRIPTION	INVOICE #	\$ AMT	LINE ITEM	LINE ITEM
1	ADVANCED CORRECTIONAL HEALTH	2	CARE OF PRISONERS	6343, 1378	5,722.12	100.5251.0000.52096	
2	APPLIED CONCEPTS INC	1	NEW SQUADS	460784	2,481.00	920.5685.0000.59099	
				61302, 66459, 67166, 67167, 67107, 67110,			
3	AUTOZONE	7	SQUAD MAINTENANCE	67107, 67110,	288.21	100.5211.0000.53052	
4	BINDL TIRE & AUTO	2	SQUAD MAINTENANCE	160832, 459334	308.00	100.5211.0000.53052	
5	CIVIC MEDIA	1	WRCO TOWER	1943	6,608.40	100.5217.0000.55035	
6	CORNERSTONE SERVICE	3	SQUAD MAINTENANCE	22333, 22306, 22325	271.97	100.5211.0000.53052	
7	ELIOR/SUMMIT FOODS	5	MEALS FOR PRISONERS	246578, 245996, 247142, 247867, 248439	18,324.29	100.5251.0000.52094	
8	FILLBACK FORD	1	SQUAD MAINTENANCE	435496	62.17	100.5211.0000.53052	
9	GALLS	5	UNIFORM ALLOWANCE/MARSHALL, SANDERS, BIEGE, HERBERS	31/48018, 31710844, 31706073, 31658546, 31788938, 31697797	561.23	190.5213.0000.53046	
10	GORDON FLESCH	4	COPY LEASE	1030658, 1038968, 15230893, 15230894	463.05	100.5211.0000.53015	100.5251.0000.53015
11	GRIMM, SHAWN	1	SQUAD MAINTENANCE	38178	71.16	100.5211.0000.53052	
12	MCKESSON MEDICAL	2	JAIL SUPPLIES	23985289, 23985695	212.24	100.5251.0000.53052	
13	OPTIONS LAB INC	1	CARE OF PRISONERS	5051090	70.00	100.5251.0000.52096	
14	O'REILLY AUTO PARTS	1	SQUAD MAINTENANCE	193647	83.97	100.5211.0000.53052	
15	PIONEER PRINT CO	1	GENERAL UNIFORM	6476, 6442	75.00	100.5211.0000.53046	
16	RICHLAND FAMILY DENTAL	1	CARE OF PRISONERS	N/A	475.00	100.5251.0000.52096	
17	THE RICHLAND HOSPITAL	1	MEDICAL EXAMS, CARE OR PRISONERS	54	882.00	100.5211.0000.53046	100.5251.0000.52096
18	SUPERIOR POLICE DEPARTMENT	1	TRAINING - RUPNOW, SUTTON	25-166	150.00	100.5211.0000.51057	
19	TC AUTOWORKS	3	SQUAD MAINTENANCE	14954, 14879, 14859	1,140.55	100.5211.0000.53052	
20	THE SHOE BOX	1	GENERAL UNIFORM	90220	129.60	100.5211.0000.53046	
21	TOP PACK DEFENSE	2	UNIFORM ALLOWANCE/SCHILDGEN, SUMWALT	16495, 16580	428.98	190.5213.0000.53046	
22	US BANK N.A.	1	OFFICER SUPPLIES/R25-1846 RECORDS	N/A	44.00	100.5211.0000.53019	
23	WEGNER AUTO	3	TOWING	8767, 8103, 8778	775.00	100.5211.0000.52095	
24	WI DEPT OF JUSTICE, TIME	1	TIME	18517	2,473.50	100.5251.0000.52092	

JULY 2025 BILLS	42,101.44
SHERIFFS DEPARTMENT	3,661.65
POLICE RADIO	6,608.40
COUNTY JAIL	28,360.18
SHERIFFS OUTLAY-NEW CARS	2,481.00
DEPARTMENT-UNIFORM ALLOWANCE	990.21
SPECIAL INVESTIGATIONS	
DOG CONTRACT-MONTHLY PAYMENT	1,500.00
	·
CURRENT MONTH'S JAIL ASSESSMENT	